

TERMS OF REFERENCE

Junior Professional Officer (JPO) Assistant Programme Manager (Policy-Making Organs) P2

Organizational Unit:

Cabinet of the Secretary-General, Constituent and Policy-Making Bodies Unit

Duty Station:

Geneva, Switzerland

Responsibilities and Supervision:

Under the overall guidance of the Head of the Constituent and Policy-Making Bodies Unit, the incumbent will assist with the coordinated and operative support to the constituent and policy-making bodies of the Organization and related standing subsidiary bodies in their decision-making processes, including the follow-up and implementation of decisions.

Position Specific Responsibilities:

- (a) Assist in the preparation of the agenda, workplan and documentation plan of the sessions of Congress and the Executive Council and the coordination with technical departments for the preparation, review and submission of documents.
- (b) Maintain updated and further develop the online database of resolutions and decisions adopted by the sessions of constituent and policy-making bodies and develop action item lists for the follow-up by the Secretariat.
- (c) Assist with the organization of sessions of the standing subsidiary bodies of the Executive Council (Policy Advisory Committee, Technical Coordination Committee, Bureau), including preparation of the agenda, workplan and documentation plan, coordination of preparation of documents, comprising summary reports, and assistance to the Chairs.
- (d) Develop statistics, analysis, visual representation and develop improved communication methods of: (a) institutional arrangements (bodies, terms of reference and rules of procedure), (b) prescriptive instruments (resolutions, decisions and recommendations) and (c) policy instruments (policies, declarations, statements) adopted by constituent and policy-making bodies.

Qualifications:

Education: PhD or advanced master degree in political science, public administration or international relations

Experience: At least three years of progressively responsible experience in a comparable field of work (public administration, international affairs). High sense of integrity, responsibility, and maturity of judgment; ability to work autonomously; good level of

initiative and creativity; demonstrated ability to plan, organize and manage multiple workloads; ability to draft reports, and position papers clearly and succinctly.

Language: Excellent knowledge of English (both oral and written). Knowledge of other official languages of the Organization would be an advantage.

(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)

Learning Elements:

On completion of the assignment, the JPO will have:

- Deep understanding of international regimes and decision-making related to weather, climate, hydrology and related knowledge and skills.
- Comprehend applicable practices in international organization decision-making.
- Complete WMO mandatory trainings.
- Carry out the main analytical processes, and understand the challenges of the function area in a multicultural environment of an international specialized UN Organization.
- Demonstrate strong oral and written communication skills, and opportunity to attend UN language training organized by UNOG.